

## VACANCY ANNOUNCEMENT

(Announcement Number: 14-47)

The American Embassy in Kathmandu is seeking an individual for the position of Trades Helper.

**OPEN TO:** All Interested Candidates

**POSITION:** Trades Helper

**OPENING DATE:** November 26, 2014

**CLOSING DATE:** December 10, 2014

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### **BASIC FUNCTION OF THE POSITION**

The incumbent performs semi-skilled manual jobs and assists journeyman craftsmen in performing various works related to electrical, masonry, plumbing, carpentry and welding trades. The duties include cleaning work areas, lifting and holding items, and carrying/transporting tools and materials to the work sites.

### **REQUIRED QUALIFICATIONS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Completion of Primary school is required.
2. One year of experience as a trades helper or apprenticeship in any area related to electrical, masonry, plumbing, carpentry or welding is required.
3. Level I (Rudimentary knowledge) of speaking/reading/writing English is required.  
Level III (Good working knowledge) of speaking/reading/writing Nepali is required.
4. Basic knowledge of general trades and safety practices is required.
5. The ability to perform physically arduous work is required.
6. A valid local driver's Class A & B license is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO**

Email: [Recruittktm3@state.gov](mailto:Recruittktm3@state.gov) (write “Application for Trades Helper” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Trades Helper”)**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE**